

# **WASTEWATER CONSENT DECREE PROGRAM PROGRAM MANAGEMENT CONSULTANT**

## **Scope of Services**

Services to be provided by Consultant in this contract include, but are not limited to the following:

- Validate the condition assessments and corresponding capital program for the Wastewater Treatment Plants (WWTP) and Wastewater Collection and Transmission System (WCTS).
- Outline, identify and/or develop preliminary policies, procedures, and practices that establish the means and methods to meet the requirements of the CD.
- Identify potential risks that may have an impact on the implementation of the Capital Program and provide a mitigation plan.
- Advise and provide, strategic, and day-to-day oversight and direction to the Program.
- Prepare and maintain, together with WASD' staff, a Program Management Plan for use by the Program Team. This includes establishing communication protocols, design and process standards.
- Coordinate and assist WASD with Wastewater Facilities Master Planning as required to ensure comprehensive and long term viability of the Consent Decree Capital Improvements with future legislation (i.e. Ocean Outfall) and other Master Planning efforts.
- Establish standards and guidelines for cost-estimating. The Consultant shall work with WASD staff to ensure that all project cost estimates meet the cost estimating standards, including those in planning, preliminary engineering, and detail design. The Consultant shall review cost estimates generated for consistency with the standards and guidelines and to ensure that cost estimates performed at various stages in the design process adequately and appropriately incorporate factors to account for project risk elements.
- Develop and manage the program master schedule and task schedules, and provide budget/cost oversight of all program elements and resources.
- Develop monthly progress reports that include accomplishments during the most recent reporting period, upcoming activities for the next reporting period, tracking of issues and action items identified, other related information, and contract status. Monthly reports shall be reviewed as part of monthly status meetings with the WASD Program Team. These reports may be used to prepare reports submitted to EPA as part of the CD requirements.
- Work with WASD to establish and implement both a physical and an electronic central CD documents library. All documents associated with the CD, including reports, meeting agendas/minutes, transmittals, design drawings and specifications, technical memorandums, schedules, e-mails etc. shall be managed and organized in the library. The Consultant may be requested to provide assistance to WASD in the development and management of a public website that contains information related to the execution of

the Program. The Consultant shall develop templates for documents and reports to ensure consistency throughout the CD Program.

- Support WASD with public outreach of the CD Program which may include responding to inquiries and complaints.
- Participate in update meetings with regulatory agencies and develop required materials for each meeting.
- Assist WASD in the preparation of all reports that are required by the CD to be submitted to EPA or any other regulatory authority.
- Perform value engineering. This includes establishing when value engineering shall occur, the format/schedule for value engineering efforts, and establishing a standard value engineering report format and templates.
- Provide assistance to WASD, as-needed, with permits, regulatory and environmental review. The Consultant shall review permit and environmental review work to ensure consistency with the overall Program.
- Assist WASD in the review of design documents including constructability reviews and assist WASD and/or design consultant with bid phase services as needed.
- Oversee and support the design and construction management phases of the capital program as needed.
- Support CMOM implementation as requested.

### **Experience and Qualifications**

Any prime submitting should be a full service engineering firm experienced in all phases of wastewater engineering, including master planning, design, permitting, construction, and operation and maintenance of wastewater collection, transmission, treatment and disposal systems. Responders should also demonstrate their successful experience with Program Management Services related to the above activities, as well as planning, implementing and managing CMOM programs of a similar size within the last five years. The Prime firm must have been a Program Manager on a Wastewater Capital Program with a major utility within the last ten years.

**Estimated Cost: \$40 Million**